

# **Foothill Transit Executive Board**

## **MINUTES**

The regular meeting of the Foothill Transit Executive Board was held Friday, June 23, 2006 at the Foothill Transit Board Room, 1<sup>st</sup> Floor, 100 North Barranca Avenue, West Covina.

President Briesemeister called the meeting to order at 8:02 a.m. The following members were present, constituting a quorum of the Executive Board:

Wil Briesemeister, President  
Paula Lantz, Vice President  
John Fasana  
Peggy Delach  
Lola Storing

Staff and Guests present:

Doran Barnes, Executive Director  
Darold Pieper, General Counsel  
Kevin McDonald, Deputy Executive Director  
Peter Papadakis, Board of Supervisors

### **Pledge of Allegiance**

Member Fasana led those present in the Pledge of Allegiance.

### **APPROVAL OF MINUTES FOR THE SPECIAL MEETINGS OF MAY 16, 2006 AND REGULAR MEETING OF MAY 26, 2006**

The special meeting minutes of May 16, 2006, and the regular meeting minutes of May 26, 2006, were approved as submitted.

Motion: Member Storing, seconded by Member Delach  
Vote: Unanimously carried (Member Fasana abstained)

President Briesemeister recognized Dan Kirby, Councilmember, City of Monrovia.

### **PUBLIC COMMENT**

Mary Griffith addressed the Board and praised Foothill Transit's customer service.

## **PRESENTATIONS:**

### **Contractors' Employee of the Month Awards**

Saul Garcia introduced and recognized the following awardees:

Efrain Benitez, Pomona First Transit Employee of the Month  
Rigoberto Rodriguez, Pomona First Transit Operator of the Month

Jeffrey Moore introduced and recognized the following awardees:

Andres Contreras, Irwindale/Arcadia First Transit Employee of the Month  
Enrique Rueda, Irwindale/Arcadia First Transit Operator of the Month

### **Introductions of New and Promoted Staff**

Doran Barnes, Executive Director, introduced the new and promoted staff:

Mohamad Sandouka, intern, participated in the TFLA program, new staff  
Scott Inthavong, customer service representative, El Monte, new staff

Soraya Moreno, promoted to the administrative staff  
Kris Lara, promoted to the procurement staff

## **CONSENT CALENDAR:**

The Executive Board adopted the Consent Calendar Agenda Items #7 – #9.

Motion: Member Fasana, seconded by Member Lantz  
Vote: Unanimously carried

## **REGULAR AGENDA:**

### **FOOTHILL TRANSIT WEBSITE UPDATE**

Felicia Friesema, Marketing & Communications Manager, reported the overall design was intended to incorporate compatibility with the Foothill Transit branding image and new high-end interactive web technology. The Foothill Transit website originally featured the following elements:

- Interactive map that displays all Foothill Transit routes, transit centers and park-and-ride lots;
- E-alert system that allows subscribed users to receive up-to-the-minute
- information about news, emergencies, and detours;
- an updated city map that highlights the lines that serve each city, first-time access to an online trip planner that is directly plugged into the Metro database;

- and a streaming video of our latest round of television commercials.

Since the Foothill Transit website debut of March 1, 2005, the website has added other features to enhance usability:

- online purchasing of non-discount passes;
- online vendor registration system to streamline procurement and a survey portion for gathering customer information; and
- an interactive community calendar of Foothill Transit-sponsored events and meetings and a comprehensive back-end updating system that allows staff to maintain the website.

Additionally, as part of the planned improvements for the website, two new features were added in May 2006:

- a Trip Cost Calculator which provides visitors with commute information on traveling cost and savings by riding Foothill Transit; and an
- upgraded E-alert system that now includes text messaging to mobile phones and PDA's for registered customers.

Prior to the redesign and upgraded features, foothilltransit.org averaged approximately 100,000 hits. During the past year, the website now averages 1.25 million hits per month while maintaining extended sessions, which is an industry indicator that points to high visitor satisfaction. The recommendation is to receive and file the New Foothill Transit Website update.

The Executive Board approved the above recommendation.

Motion: Member Fasana, seconded by Member Lantz  
Vote: Unanimously carried

#### **CONTRACT AWARD FOR CONSTRUCTION OF AN OPERATIONAL WAREHOUSE AND BUS INSPECTION SHELTER (IFB NO. 06-012)**

Bob Arthur, Director of Special Projects, reported that in August 2004, the Executive Board awarded a contract to Richard Chong and Associates (RCA) for architectural engineering and design services to develop plans and specifications to construct an operational warehouse and bus inspection shelter at Foothill Transit's Arcadia/Irwindale facility.

In December 2005, the Executive Board authorized issuing an invitation for Bids (IFB) to interested general contractors. The IFB announcement was sent directly to nearly 40 contractors as well as published in two local newspapers, and it was provided to a local construction contractor reading room.

In April 2006, a job-walk and pre-bid conference meeting was held for construction general contractors interested in the project. Six individuals representing four construction companies attended the meeting where they were provided a tour of the

facility and allowed to ask project related questions.

On June 6, 2006, two bids were received, with E.C. Construction submitting the lowest bid in the amount of \$ 1,408,221. The bid package was thoroughly reviewed and E.C. Construction was determined to be responsive to the requirements stated in the IFB. Additionally, E.C. Construction's references were checked and found to be outstanding.

It is recommended that the Executive Director award a contract in the amount of \$ 1,408,221 to E.C. Construction and negotiate final contract terms and conditions for the construction of an operational warehouse and bus inspection shelter at the agency's Arcadia/Irwindale facility.

The Executive Board approved the above recommendation.

Motion: Member Fasana, seconded by Member Delach  
Vote: Unanimously carried

**BID REJECTION – RENOVATIONS TO ADMINISTRATIVE OFFICES**  
**(IFB NO. 06-027)**

Mr. Arthur reported in December 2005, the Executive Board approved issuing a Request for Technical Proposals (RFTP), and in February 2006 the RFTP was sent directly to nearly 60 construction firms listed in the agency's Vendor List. In compliance with the Federal Transit Administration (FTA) regulations, RFTP's were issued and interested contractors submitted unpriced proposals specifying their abilities to meet Foothill Transit's requirements. Following a mandatory site visit/job-walk and pre-proposal conference on March 14, 2006, three proposals were received and determined to be responsive and responsible to the criteria established in the RFTP.

Following the procurement process, Invitation for Bids (IFB) were issued only to three proposers that were determined to have submitted technically acceptable proposals: Rossetti Construction, Mallcraft Inc., and Environmental Contracting Corp. After IFB's were sent to the respective construction contractors reading rooms, announcement of the results of the RFTP was published in the local newspaper.

Prior to a scheduled second mandatory site visit/job-walk and pre-bid conference, notice was received from Environmental Contracting indicating that they would not be bidding on this project. Additionally, Mallcraft Inc. did not participate in the mandatory meeting, and when contacted, their representative stated that they chose not to participate due to over-commitments.

On June 15, 2006, Rossetti Construction (the only remaining eligible vendor), submitted a bid in the amount of \$9,738,347.00, in response to the IFB. Rossetti's bid significantly exceeds the engineer's estimate of \$6,142,633.00. As provided in Foothill Transit's procurement guidelines, a price analysis was conducted and it was determined that the Rossetti bid is not reasonable. Additionally, the completion date proposed by Rossetti

for this project was June 2007; this completion date is significantly past the required date in the IFB.

It is recommended to authorize the Executive Director to reject the bid received from Rossetti Construction for the construction and renovations for Foothill Transit's new administrative office for IFB No. 06-027; and, authorize the issuance of IFB No. 06-027R for the construction and renovation of Foothill Transit's administrative offices.

The Executive Board approved the above recommendation.

Motion: Member Delach, seconded by Member Lantz  
Vote: Unanimously carried

### **FIFTEEN YEAR FINANCIAL PLAN**

Richard Hasenohrl, Director of Finance, reported Foothill Transit currently receives local funding that is allocated via the Formula Allocation Procedure (FAP) which is implemented by the Los Angeles County Metropolitan Transportation Authority (Metro); these local sales tax dollars are allocated among other municipal operators. However, from Fiscal Year 2003 to 2006, Foothill Transit has experienced a decrease in annual funding allocated by FAP of over \$5 million. The Metro Board has directed that the FAP be updated and because it is uncertain as to how or when this will happen, the impact on overall funding is unknown at this time. Nonetheless, this 15-year Financial Plan has been prepared based on the existing FAP and projections on the level of funding that Foothill Transit could receive.

In compliance with the Federal Transit Administration (FTA), Foothill Transit has the option to increase local matching funds for federal capital projects and apply federal funds towards bus maintenance expenses. The current proposal includes the use of \$4 million dollars per year; unfortunately, this only offsets the already large decrease allocated through the regional FAP. Due to this shortage Foothill Transit's Governing Board approved a two-stage fare increase; the second stage was modified based on data collected during the past year and will be implemented on July 1, 2006.

Foothill Transit's major concern remains that local funding is needed to match federal capital purchases; matching funds will only be available if Metro continues the Municipal Operator Service Improvement Program (MOSIP). However, the potential for additional funding at state level could become available, should the statewide bond measure be approved, making regional capital funds available to Foothill Transit; these state dollars could be used to match federal grants along with additional tax revenues due to the increases in gasoline costs.

Although the 15-Year Financial Plan is a valuable tool for planning the future of the organization, it is limited due to the uncertainties of various funding sources. Thus, this update has been developed with the most accurate information available. Based on the

assumptions in the Plan, Foothill Transit will be able to continue operations for seven more years through 2013. Additionally, Foothill Transit will not be able to fund any capital projects beginning in 2008 unless additional local funds become available; these sources of local funding are not included in the Plan (Prop. A & C).

As assumptions change and actual performance is tracked, the Plan will be updated and modified. After the annual business plan is approved, the Financial Plan will be updated to reconcile against prior year actual expenditures and future budget assumptions. This current Plan highlights the shortages of local operating funding beginning in 2008 and requires the use of reserves for approximately five years.

It is recommended that the Executive Board receive and file the 15-Year Financial Plan.

The Executive Board approved the above recommendation.

Motion: Member Storing, seconded by Member Fasana  
Vote: Unanimously carried

#### **ADMINISTRATION BUILDING PROCUREMENTS**

LaShawn Gillespie, Procurement Manager, reported the Executive Board authorized moving forward with the procurement process for selecting a general contractor to undertake the necessary construction renovations to the Foothill Transit's administrative headquarters located at 100 South Vincent Avenue in West Covina. The final offer for acquisition was accepted in March 2006 having escrow close on the property and title transferred to the agency.

This construction project does not include the following procurements and Invitation for Bids (**IFB**) as part of the general contractor's responsibilities:

- 1.) New IT/Data/Server equipment, data switches, routers, servers, computers, WiFi system equipment and infrastructure hardware, **IFB No. 07-002**;
- 2.) Audio-Visual equipment, video projection systems, viewing monitors, audio reproduction equipment including Video and Audio routing equipment with related system infrastructure hardware, **IFB No. 07-003**;
- 3.) Furniture, **IFB No. 07-005**;
- 4.) Relocation Specialists, **IFB No. 07-006**.

Design consultants for Foothill Transit have developed a furniture plan that provides the necessary furnishings for the Executive Board and Conference rooms, private offices, four staff conference rooms, reception area, as well as the new Transit Store along with file storage and data server areas. The contractor selected will provide the proposed furniture and will be responsible for the necessary installation. It is recommended that the Executive Board authorize the Executive Director to issue **IFB No.'s 07-002, 07-003, 07-005, and 07-006**.

The Executive Board authorized the Executive Director to issue the above IFB No.'s.

Motion: Member Fasana, seconded by Member Delach  
Vote: Unanimously carried

(Member Lantz was excused from the meeting at 8:43 a.m.)

### **BOARD MEMBER AND EXECUTIVE DIRECTOR COMMENTS**

Member Fasana requested that Propositions 1A & 1B be placed on a future agenda for discussion.

### **CLOSED SESSION**

Subsequent to the posting of the agenda, Darold Pieper, General Counsel, reported certain property owners were interested in pursuing the immediate development of transit Park & Ride sites. Therefore it was necessary to take immediate action because the property owners desire to commence immediate discussion that may lead to the development of Park & Ride sites and the owners do not want to wait until after the Executive Board meeting on July 28, 2006.

Furthermore, as authorized by Section 54954.2(b)(2) of the Brown Act, this item will be added to the agenda; Mr. Pieper announced Closed Session, conference with real property negotiators, Government Code Section 54956.8.

- a.) Property: 100 S. Vincent Avenue, W. Covina, CA 91791  
Negotiating Parties: Chris Chung, City of West Covina  
Foothill Negotiators: Doran Barnes, Bob Arthur, and CB-Richard Ellis  
Under Negotiation: Possible acquisition of real property including terms and price
- b.) Property: 1600 S. Azusa Avenue, Puente Hills Mall,  
City of Industry, CA 91748  
Negotiating Parties: Ken Mason, Puente Hills Mall General Manager  
Foothill Negotiators: Doran Barnes, Bob Arthur  
Under Negotiation: Possible acquisition of real property including terms and price

The Executive Board recessed to Closed Session at 8:52 a.m.  
The Executive Board reconvened at 9:10 a.m.

Darold Pieper advised that no reportable actions were taken that are required to be disclosed.

### **ADJOURNMENT**

There being no further business, the Executive Board adjourned at 9:11 a.m.